

**WILLMAR PLANNING COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, NOVEMBER 13, 2013**

MINUTES

1. The Willmar Planning Commission met on Wednesday, November 13, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**** Members Present:** Mark Klema, Charles Oakes, Gary Geiger, Bob Poe, Andrew Engan, Nick Davis, and Scott Thaden.

**** Members Absent:** Margaret Fleck, and Randy Cazarnetzki.

**** Others Present:** Jerry Gesch, Mark Miller, and Megan DeSchepper- Planner.

2. MINUTES: The minutes of the October 23, 2013 meeting were approved as submitted.

3. GESCH 19TH AVENUE ADDITION PRELIMINARY PLAT- FILE NO. 13-02: The public hearing opened at 7:01 p.m. Jerry Gesch presented a request to subdivide one parcel into two on property legally described as follows: part of the south half of the northwest quarter of Section 23, Township 119, Range 35 (19th Ave. SE). The parcel was bisected a few years ago when 5th St. SE right-of-way was put in however it was still one parcel and legal description. Mr. Gesch explained that in order to sell the property it needed to be split and he has had some interest in the land recently.

Staff comments were reviewed and discussed (see Attachment A).

No one appeared to speak for or against the request and the public hearing was closed at 7:10 a.m.

The Commission talked about the walking trail along the east side of 5th street and a portion of it goes into proposed Lot 1, Block 2 and should perhaps be covered by a permanent easement of some kind.

Mr. Thaden made a motion, seconded by Mr. Oakes to approve the preliminary plat with the following conditions:

- A. The plat name shall be changed to Gesch Acres Second Addition for ease of parcel numbering.
- B. 6' utility easements shall be added along the north property line of Lot 1, Block 1 & Lot 1, Block 2; as well as the west 6' of Lot 1, Block 1.
- C. A drainage and utility easement over the eastern 35 feet of Lot 1, Block 2 shall be included on the preliminary plat.
- D. Drainage and utility easements around the perimeter of the proposed lots shall be included on the preliminary plat.

- E. A site plan illustrating proposed access locations for Lot 1, Block 1 and Lot 1, Block 2 shall be submitted for review prior to a building permit being issued for either of the sites.

The motion carried.

4. INDUSTRIAL PARK FOURTH ADDITION PRELIMINARY PLAT-FILE NO. 13-01:
The public hearing opened at 7:25 p.m. Staff presented a preliminary plat subdivision of City owned land for industrial park expansion on property legally described as follows: part of Section 17, Township 119, Range 35 (west of County Road 5). The subdivision consists of 25 lots of varying sizes which are zoned I-1 (Limited Industry).

The Planning Commission reviewed and discussed staff comments (see Attachment A).

Mr. Oakes made a motion, seconded by Mr. Thaden, to approve the preliminary plat with the following conditions:

- A. Waterlines shall be sized/expanded as per MUC comments.
- B. Trott Ave. SW and 3rd Ave. SW right-of-ways shall be realigned due to existing utility poles.
- C. Drainage (including ponding size) and utility easements shall be added once design work has been completed winter 2013-2014 prior to final plat approval.

The motion carried.

5. ZONING ORDINANCE UPDATE SECTION 2 RULES AND DEFINITIONS
CONTINUED: The Planning Commission reviewed various definitions and suggested word changes or definitions from other communities that are more current and user friendly. The Commission suggested that the definition for bed and breakfasts that includes parking regulations be removed and put in the parking section of the Ordinance. The Commission discussed recycling drop off facilities and recycling centers. They talked about definitions for specific sections can remain in their respective sections such as signs and adult entertainment but should be referenced in the main definition section.

Staff took notes on the various suggestions and will come back to the Commission at an upcoming meeting with a refined draft.

6. There being no further business to come before the Commission, the meeting adjourned at 7:55 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

PLANNING COMMISSION-NOVEMBER 13, 2013

STAFF COMMENTS

1. GESCH 19TH AVENUE ADDITION PRELIMINARY PLAT- FILE NO. 13-02:

- The applicant is Gesch Properties LLC, Willmar MN.
- The applicant is requesting to subdivide a parcel into two parcels on property legally described as follows: part of the south half of the northwest quarter of Section 23, Township 119, Range 35 (19th Ave. SE).
- When 5th St. SE was developed the r-o-w bisected the parcel, but was never legally subdivided into two lots.
- The parcels front 19th Ave. SE and 5th St. SE respectively.
- The parcels are zoned SCD (Shopping Center District).
- Minimum sq. ft. and lot width are well exceeded.

City Assessor's Comments: Plat of parcel 95-923-8630. Due to County's parcel number system and limited numbers for addition names I would suggest the plat name be Gesch Acres Second Addition the extension of the previous plat to the north by the Gesch Properties LLC. There are no existing assessments on the property.

Fire Chief Comments: No comments at this time, but will have input once there is plan review for development.

Municipal Utilities Comments: Please add 6' utility easements along the north property line of Lot 1, Block 1 & Lot 1, Block 2; as well as the west 6' of Lot 1, Block 1. There is three phase power along 5th St. SE and 19th Ave. SE. Some underground electric construction will be required in Lot 1, Block 2. There is water available via a 12' main in 5th St. SE and 8' main in 9th Ave. SE.

Interim City Engineer Comments:

1. A drainage and utility easement over the eastern 35 feet of Lot 1, Block 2 shall be included on the preliminary plat.
2. Drainage and utility easements around the perimeter of the proposed lots shall be included on the preliminary plat.
3. A site plan illustrating proposed access locations for Lot 1, Block 1 and Lot 1, Block 2 shall be submitted for review prior to a building permit being issued for either of the sites.
4. One inch diameter water services provided to both lots.
5. Six inch diameter sewer services provided to both lots.
6. Stormwater adjacent to both lots. Ponding will likely be required. Grading, erosion control, and drainage plans will be required during the site plan review.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. The plat name shall be changed to Gesch Acres Second Addition for ease of parcel numbering.
- B. 6' utility easements shall be added along the north property line of Lot 1, Block 1 & Lot 1, Block 2; as well as the west 6' of Lot 1, Block 1.
- C. A drainage and utility easement over the eastern 35 feet of Lot 1, Block 2 shall be included on the preliminary plat.
- D. Drainage and utility easements around the perimeter of the proposed lots shall be included on the preliminary plat.
- E. A site plan illustrating proposed access locations for Lot 1, Block 1 and Lot 1, block 2 shall be submitted for review prior to a building permit being issued for either of the sites.

2. INDUSTRIAL PARK FOURTH ADDITION PRELIMINARY PLAT- FILE NO. 13-01:

- The applicant is the City of Willmar, MN.
- The City is requesting subdivision of land for industrial park expansion of 25 lots on property legally described as: part of Section 17, Township 119, Range 35 (west of County Rd. 5).
- The property is zoned I-1 (Limited Industry).
- There is access to the lots via County Road 5 and Highway 40 West as well as future proposed/platted streets of Willmar Ave. SW, Trott Ave. SW, 3rd Ave. SW, and 32nd St. SW.
- All of the proposed lots exceed minimum lot area requirements as well as minimum lot width.

City Assessor's Comments: Replat a part of 95-917-5510 and all of 95-917-5590. Also parcels 95-125-0100, 95-125-0110, and 95-125-0130. There are parcels from Western Interceptor R.O.W Plat #1 would the new parcels still be subject to R.O.W's or should this be covered on the new plat also as R.O.W?

Willmar Municipal Utilities Comments: Water-For Industrial Park expansion next north /south run should be 12" water line extending up to the existing 16' waterline in 1st Ave. SW. Install new 8' watermain in 3rd Ave. SW, 32nd St. SW, and Willmar Ave. SW. Install 12' watermain in Trott Ave. SW. Electric- Three phase power is available from Highway 12 and Highway 40. Power will be installed in street right-of-way as needed. Street right-of-way on 3rd Ave. SW and Trott Ave. SW should be shifted north or south to avoid transmission pole.

Interim City Engineers Comments:

1. Consideration should be given to revising the proposed Trott Ave. SW and 3rd Ave. SW right-of-way alignments. Based on the proposed right-of-way alignments, future

road improvements will likely be in conflict with the existing utility poles if the roadway is centered on the right-of-way.

2. Drainage and utility easements around the perimeter of proposed lots shall be included on the preliminary plat.
3. Since the final design has not been completed, the width and location of drainage and utility easements is not known. The preliminary plat should be revised to incorporate all required drainage and utility easements after the project design has been completed, prior to final plat approval. Stormwater pond may require expansion to be evaluated during winter 2013/2014 design process.

Fire Chief Comments: No comments at this time, but will have input once there is plan review for development.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. Waterlines shall be sized/expanded as per MUC comments.
- B. Trott Ave. SW and 3rd Ave. SW right-of-ways shall be realigned due to existing utility poles.
- C. Drainage (including ponding size) and utility easements shall be added once design work has been completed winter 2013/2014 prior to final plat approval.